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28 JAN 1980

PROCUREMENT DIVISION NOTICE NO. 80-1

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FROM:


Chief, Procurement Division, OL

SUBJECT: Flexible Work Schedules

REFERENCE: LI 20-35, PERSONNEL, dtd 9 Jan 80, same subj.

1. Commencing on 30 January 1980, the Procurement Division will initiate an experimental work schedule program in consonance with the referent. The program is based on the modified flexitour; i.e., the employee may modify his or her work schedule, within the guidance set forth in the referent, subject to prior notification and approval of the appropriate Branch Chief. Branch Chiefs will notify the Office of the Chief, PD whenever a work schedule modification is granted and whenever a work schedule for new employees is established.

2. This experimental program will operate for approximately six months, at which point an assessment will be made concerning its overall benefit to the effectiveness and efficiency of the Division.



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